



ECF Flier

November 1999

Docketing of Two-Part Motions

Attorneys may docket two-part motions in ECF. In doing so, you should select the first part of the motion, (i.e. Motion to Dismiss) and while holding down on the "Control" key, select another motion (i.e. Motion for Contempt). ECF will then list both parts of the motion on the docket and will allow the Judge to rule accordingly.

Case Opening

When opening a case in ECF, please do not use the "Back" key if at all possible. It seems that when this key is used, it will either give the user an error or open the case without allowing the user to continue.

If you do need to use this key and this happens to you, please call the ECF Help Desk immediately for assistance.

The problem has been reported.

Exhibits

Trial Exhibits are to be filed conventionally.

Exhibits relating to a motion or document being filed should be converted to a .pdf document and attached to the document filed in ECF.

January 1, 2000

Beginning on January 1, 2000, the Clerk's Office will be initiating a few changes in dealing with ECF cases.

The first change will be that we will no longer maintain a paper file for chapter 13 cases. We have not maintained a paper file for chapter 7 no-asset cases, and see that is working fine. We now are ready to take this next step in continuing our goal to be a true "paperless" court.

Also, we currently print off an extra copy of the petition and all schedules and send to the trustee. This step will be eliminated.

E-Mail Notification

Attorneys may change their e-mail notification at anytime. You may add another recipient, change your address, delete and address, or change the format in which you receive e-mail.

To do this, go to "Reports" -> "Setup E-Mail Notification" -> and follow the steps on the screen to change any items. If you have any problems or questions, please call the ECF Help Desk.

October 1999 ECF Statistics

Bankruptcy Adversary

Alexandria	91	8
Norfolk	105	0
Richmond	65	0
Newport News	280	0
District Total	541	8
 Total ECF Cases filed in 1998	 421	
 Total ECF Cases filed in 1999 (through October 1999)	 2406	

ECF Information and Helpful Numbers:

ECF Help Desk: 1-888-271-8610

Questions? E-Mail us at the following
address:

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Contacts for Attorney Training:

Alexandria -

Evelyn Flowers (703) 258-1225

Richmond -

Debbie Lowe (804) 916-2445

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Pat Woodhouse (757) 222-7575

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Attorney Training: October 1999

Alexandria 4 Richmond 2



Norfolk/Newport News 6

Total Number of Attorneys Trained - 230